



SCARLET ALLIANCE - APPLICATION KIT

Project Officer 1 day/week (0.2) FTE - HIV Positive Sex Worker Project

TO APPLY:

1. Read the attached information outlining the position description, criteria, terms and conditions for employment.
2. Complete your application by including:
 - **At least one page addressing the selection criteria** (see page three for a list of the criteria).
Under each criteria write any relevant knowledge, skills, abilities, training and experience that demonstrates that you meet the criteria. You can give specific examples where you have used your skills and abilities, which relate to the specific criteria. Where the criteria asks for 'demonstrated' knowledge you must show and explain that you have this knowledge (as briefly as possible). If you fail to clearly illustrate that you have this knowledge it will be assumed that you do not meet the criteria.
 - **A copy of a curriculum vitae (CV)** that provides your personal details, qualifications and work history, including sex work. Scarlet Alliance endorses an affirmative action policy which promotes sex work experience as an essential selection criteria. Information provided by applicants will be kept in the strictest confidence and viewed only by the interview panel.
 - **Two professional referees** The name, email, and/or telephone contact details of two professional referees who can be contacted for a confidential verbal reference.
3. Send or email your application to:

Email - janelle.fawkes@scarletalliance.org.au
or
Post - Confidential, The CEO, Scarlet Alliance, P. O. Box 261,
Darlinghurst NSW 1300.

Applications Close: Applications addressing the selection criteria along with a current C.V. and at least two (2) referees must be received by **close of business on 14th September, 2007.**

POSITION TITLE –Project Officer (1 day per week)

POSITION OBJECTIVES

To act as the Scarlet Alliance Project Officer: consulting directly with HIV positive sex workers, the broader sex worker rights movement, including other sex workers, sex worker organisation staff, members and volunteers; conducting a needs analysis which identifies, documents and analyses key issues affecting HIV positive sex workers in Australia and compiling a report documenting the findings and recommendations of the project. This project will end in June 2008.

REPORTING STRUCTURE

The Project Officer reports directly to the Scarlet Alliance CEO.

PRIMARY RESPONSIBILITIES

All duties conducted are to be guided by the Scarlet Alliance Strategic Plan and the Scarlet Alliance objectives.

- Conduct focus group meetings and other contact to engage HIV positive sex workers and gather information to inform the project and the needs analysis report.
- Promote awareness of, and participation in, the project by HIV positive sex workers.
- Coordinate project steering committee meetings, teleconferences and activities.
- Conduct a literature review.
- Identify, document and analyse key issues affecting HIV positive sex workers in Australia.
- Complete a needs analysis report on the findings from the project.
- Ensure work practices comply with the requirements of the relevant legislation and OH&S policies and procedures.
- Other duties as directed.

POSITION LOCATION - Surry Hills, Sydney. Some evening and weekend work and some interstate travel may be required.

SALARY & CONDITIONS OF APPOINTMENT

The fixed term position is offered for the period up until June 30, 2008. This position is for one day (7.6 hours) per week. Some evenings and weekend work may be necessary. The position is remunerated at (0.2) pro-rata of the NSW SACS Award Grade 4 (\$ 44, 945 per annum).

KEY SELECTION CRITERIA (Qualifications, Experience, Skills and Abilities):

Essential

- Demonstrated understanding of issues affecting sex workers in Australia.
- Sex work experience.
- Lived PLWHA experience.
- Demonstrated ability to effectively network with and provide peer support to HIV positive sex workers.
- Demonstration of skills or experience necessary to engage and involve other sex worker community members in project activities.
- Demonstrated strong organisational and time management skills.
- Strong interpersonal and communication skills including written and oral communication.
- Demonstrated skills in the use of Microsoft Word, internet and email.
- A desire to work with the diversity of sex worker communities, and people living with HIV/AIDS.
- Experience in a task orientated role requiring deliverables to deadlines.
- Demonstrated ability to work with initiative, and with minimal supervision.

Desirable

- Experience in a role providing peer education to sex workers.

Note: HIV positive people are encouraged to apply for this position.

For any position vacant advertised by Scarlet Alliance, the selection panel will assess each applicant in terms of their ability to meet the requirements of the role and selection criteria. Information provided is only available to the panel.

Applicants are expected to explain in their written application how they meet each of the selection criteria. The onus is on the applicant to summarise the relevant information about yourself and to present it in a form which is easily accessible to the panel. The panel will not sift through your résumé and covering letter to find the relevant information about you.

The panel, usually made up of the CEO, one Executive member and on some occasions another sex worker representative, will rate your written application against the selection criteria and against other applicants to decide who to shortlist for interview.

Note: The Scarlet Alliance Mission Statement and Objectives are attached for your information.

MISSION STATEMENT

Through its objectives, policies and programs, Scarlet Alliance works to achieve equality, social, legal, political, cultural and economic justice for past and present sex workers in order for sex workers to be self-determining agents, building their own alliances and choosing where and how they live and work.

3. OBJECTS

The objects for which Scarlet Alliance is established are:

- (a) To promote the civil and human rights of past and present sex workers and to work toward ending all forms of discrimination against them;
- (b) To lobby for legal and administrative frameworks which do not discriminate against sex workers;
- (c) To challenge any government at any time when and where it implements legislation, regulations, rules, policies or law enforcement practices which are discriminatory and/or repressive to the rights and autonomy of sex workers;
- (d) To actively promote the right of all sex workers to work in whatever area of their chosen occupation, including street, brothel, escort, private and opportunistic work;
- (e) To actively work towards guaranteeing the right of all sex workers to optimum occupational health and safety provisions. This will promote conditions where safe sex and general health knowledge can be converted to safe work practices. Furthermore, challenge any legislation, policy or process which does not so promote the rights of the worker;
- (f) To strive to eradicate sex worker stereotypes and stigmatisation in the popular consciousness and to communicate the diversity of ideas, opinions and aspirations of past and present sex workers;
- (g) To liaise with international sex worker rights groups in the development of regional and international networks, programs and objectives;
- (h) To support sex workers and sex worker organisations to become more politically active;
- (i) To enhance the capacity of sex workers to participate in advancing their rights and build networks & organisations;
- (j) To gather and disseminate sex industry related information to members.

These objects are undertaken in order to advance sex worker rights.